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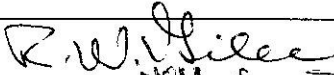
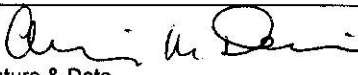
Environmental Stewardship— Environmental Characterization and Remediation

Quality Procedure

for **Standing Orders**



NES Approved

Responsible Division Leader: Doug Stavert	 5-09-06 Signature & Date <i>NOLL for Doug STAVERT RDL</i>
Responsible Line Manager: Alison M. Dorries	 5/9/06 Signature & Date

Revision Log

Revision No.	Effective Date	Prepared By	Description of Changes	Affected Pages
0	5-12-2006	Phil Noll	New Procedure	

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List of Acronyms and Abbreviations

DCC	document control coordinator
DOE	Department of Energy
ECR	Environmental Characterization and Remediation Group
ENV	Environmental Stewardship Division
ERS	Environmental Remediation and Surveillance Program
LANL	Los Alamos National Laboratory
NES	nuclear environmental site
NNSA	National Nuclear Security Administration
QII	Quality Integration and Improvement
QP	quality procedure
QPM	quality management plan
RDL	responsible division leader
RLM	responsible line manager
RPF	Records Processing Facility
SO	standing order

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1.0 PURPOSE

This quality procedure (QP) states the responsibilities and describes the process for the use of standing orders (SOs) for the Environmental Stewardship Division (ENV) nuclear environmental sites (NESs) within the Los Alamos National Laboratory (LANL or the Laboratory) ENV–Environmental Characterization and Remediation (ECR) Group. This procedure integrates the criteria of the “Risk Reduction and Environmental Stewardship Division—Environmental Remediation and Surveillance (ERS) Program Quality Management Plan [QMP]” (most recent version), hereafter referred to as the “QMP.”

2.0 SCOPE

All **participants** shall implement this mandatory QP when using SOs at NESs for the ENV-ECR Group.

3.0 TRAINING

- 3.1 **Participants** shall train (e.g., read and/or classroom) to and use the current version of this QP; contact the author of this QP if the text is unclear.
- 3.2 **Participants** using this QP shall document training in accordance with QP-2.2, “Personnel Training Management,” using the training documentation link at the end of this document if they possess a CRYPTOCARD and administrative authority to the Laboratory, employee development system, or using the Training Documentation Form located in the forms section of the ENV-ECR Group web page.
- 3.3 The responsible **project leader** shall monitor the proper implementation of this procedure.
- 3.4 The responsible **team leader** shall ensure that the appropriate personnel complete all applicable training assignments.
- 3.5 **Participants** may request assistance with implementation of this procedure from the ENV-ECR Group’s Quality Integration and Improvement (QII) team.

4.0 DEFINITIONS

- 4.1 *Quality procedure*—Within the ENV-ECR, a QP is a document that describes the process for performing an activity governed by the QMP.

- 4.2 *Standing order*—A means for management to communicate limited-term information to operations and/or facility personnel. An SO is a controlled document that either should become a new procedure or its requirements should be incorporated into an existing procedure as soon as possible (if appropriate).

5.0 RESPONSIBLE PERSONNEL

The following personnel are responsible for activities identified in this procedure:

- Document control coordinator (DCC)
- ENV-ECR Group participants (hereinafter referred to as “participants”)
- Preparer
- Responsible division leader (RDL)
- Responsible line manager (RLM)

6.0 PROCEDURE

Note: Obtain the standing order template (located in the forms section of the ENV-ECR Group web page).

6.1 Preparation

- 6.1.1 Obtain an SO number from the DCC in accordance with QP-4.5, “Document Control and Distribution,” and enter the number in Section 1 of Attachment A, Standing Order Form.
- 6.1.2 In Section 2, enter the title of the SO.
- 6.1.3 In Section 3, enter the distribution list. The distribution list represents personnel impacted by the SO.
- 6.1.4 In Section 5, describe the problem or condition that created the need for the SO.
- 6.1.5 In Section 6, describe the actions to be taken under this SO in Section 6.1. State the duration for which this SO applies in Section 6.2.
- 6.1.6 In Section 7, identify the RLM responsible for the SO in Section 7.1. Identify the individuals, groups, or systems covered by this SO in Section 7.2. Describe the implementation of the SO in Section 7.3.

Note: Training to the SO must be completed before performing work. Implementation of this training may include classroom or on-the-job training, a prejob briefing or some other appropriate mechanism.

6.1.7 The preparer shall submit the SO to the Activity Review Committee in accordance with QP-9.1-ARC, "Activity Review Process for Nuclear Environmental Sites," for approval to proceed with the SO and to obtain approval signatures from the RLM and RDL in Section 4.

6.2 Implementation and Performance

6.2.1 The SO may be implemented and performed after Section 6.1 of this procedure has been completed.

6.2.2 Training to the SO will be documented in a sign-in sheet that will be kept with the project training records.

6.3 Revision or Cancellation

6.3.1 Once per month the **DCC** will request via e-mail that the RLM or designee review the SO.

6.3.2 The **RLM or designee** review shall consist of the following:

- Determine the continued applicability of each order
- Evaluate the correctness and completeness of orders
- Decide whether the contents of each SO should be made into a procedure

6.3.2.1 If a determination is made by the RLM or designee that an SO is to be revised or cancelled, the SO to be revised or to be cancelled shall be submitted to the Activity Review Committee in accordance with QP-9.1-ARC, "Activity Review Process for Nuclear Environmental Sites," for approval to proceed.

6.3.2.2 The **DCC** shall notify the ENV-ECR Group Leader via e-mail of the revision/cancellation.

6.3.2.3 The **DCC** shall notify the ENV-ECR Group Training Coordinator in accordance with QP-4.5, "Document Control and Distribution," via e-mail of the revision/cancellation.

6.3.2.4 The revised/cancelled SO shall be filed in the Records Processing Facility (RPF).

7.0 LESSONS LEARNED

- 7.1 Before performing work described in this QP, **participants** should go to the Department of Energy Lessons Learned Information Services home page, located at <http://www.tis.eh.doe.gov/ll/ll.html>, and/or to the LANL Lessons Learned Resources web page, located at http://www.lanl.gov/projects/lessons_learned/, and search for applicable lessons.
- 7.2 During work performance and/or after the completion of work activities, **participants**, as appropriate, shall identify, document, and submit lessons learned in accordance with the LANL Lessons Learned System located at http://www.lanl.gov/projects/lessons_learned/.

8.0 RECORDS

The **DCC** shall submit the approved, revised, or cancelled SOs to the RPF, in accordance with QP-4.4, "Records Transmittal to the Records Processing Facility." Such SOs are treated as records and are retained for the life of the facility.

9.0 REFERENCES

To implement this QP properly, **participants** should become familiar with the contents of the following documents, located at <http://erinternal.lanl.gov/procedures.shtml>:

- "Quality Management Plan"
- QP-2.2, "Personnel Training Management"
- QP-4.4, "Record Transmittal to the Records Processing Facility"
- QP-4.5, "Document Control and Distribution"
- QP-9.1, "Activity Review Process for Nuclear Environmental Sites"

10.0 ATTACHMENT

The **participant** using this QP may locate the form associated with this procedure, "Standing Order Form," at <http://erinternal.lanl.gov/Quality/user/forms.asp>.

[Using a CRYPTOCARD, click here to record "self-study" training to this procedure.](#)

If you do not possess a CRYPTOCARD or encounter problems, contact the ENV-ECR training specialist.

Attachment A: Standing Order Form							
1. Standing Order Number:							
2. Standing Order Title:							
3. Distribution List:							
4. Authorization: <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="border-bottom: 1px solid black; width: 60%;"></td> <td style="border-bottom: 1px solid black; width: 20%; text-align: center;">RLM</td> <td style="border-bottom: 1px solid black; width: 20%; text-align: center;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black; text-align: center;">RDL</td> <td style="border-bottom: 1px solid black; text-align: center;">Date</td> </tr> </table>			RLM	Date		RDL	Date
	RLM	Date					
	RDL	Date					
5. Problem or Condition that Created the Need for SO:							
6. Actions and Duration: <div style="margin-top: 10px;"> 6.1 Action(s) to be taken </div> <div style="margin-top: 20px;"> 6.2 Duration </div>							
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Attachment A: (continued)

7. Responsibility and Implementation

7.1 *RLM responsible for this SO*

7.2 *Individuals, groups, or systems covered by this SO*

7.3 *SO implementation (e.g., training, prejob brief)*

Once Sections 1–7 have been completed, the standing order may be implemented and performed.

Example
This form is available online via a link in Section 10.0.